



DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

IMPORTANT – PLEASE READ

- **Read the issued Building permit, including agency review comments and conditions.** If you do not understand an agency review comment, please contact the agency before proceeding with any construction.
- **Study the approved construction drawings (plans).** It is essential that you make any adjustments, prior to construction, necessary to comply with any review comments and checklists provided. If you have any questions about the construction plan review, please contact the Plan Reviewer before proceeding with construction.
- **The construction drawings must be available for all Inspectors at the time of inspection.** If the construction drawings are not available for the Inspector, your inspection is subject to failure.
- **Post the Building Permit placard outside where it is visible from the street** and ensure that it remains intact until project completion. It must be protected from the weather, preferably in plastic. You will be in violation if you do not have it posted!
- **Request the required inspections.** This Department's Inspection Procedures are included in your issued permit packet. Residential Combination Inspections are encouraged whenever possible to assist the applicant. Please coordinate with subcontractors so that final inspections for Building, Electrical, and Plumbing Permits may be performed at the same time by a single cross-trained inspector.
- **Permit expiration.** Keep your Building Permit valid. It is important that you do not let your permit expire. Building permits are valid from one year from the date of issuance. The fee to extend a permit application or a building permit is the minimum permit fee. Extension requests can be submitted via the citizen portal and must be made in advance of permit expiration.
 - If your permit expires, you will not be eligible for a refund of fees paid.
 - If your permit expires, you must reapply with a complete new submittal and new fees.
- **Building permits are non-transferrable and non-assignable.**
- **Verify with subcontractors that all related trade permits have been obtained prior to commencement of their work.** Permits are required for Electrical (including low voltage), Fire Systems, Plumbing, and Utility work. These permits are issued separate permit numbers. You may check for all permits issued for your address online from our citizen portal: <https://planningandpermitting.frederickcountymd.gov/>

Revising your Building permit

- Building Permits may be revised in most cases; however, substantial changes may require a new permit.
- If you need to make changes to your permit, you may revise the permit via the portal by logging into your account and completing the Applicant Actions Detail Page. Any new plans must be attached prior to submission of this detail page and ALL changes must be outlined within the comments section. Once all of the attachments have been uploaded and comments have been entered, please select the CHANGE option and submit.
- Once staff has received and processed your revision request, revision fees will be generated in addition to any other fees according to the fee schedule. The revision fee must be paid prior to agency reviews.
- The revision will be reviewed by the agencies and when all agency revision reviews are approved, this office will approve the revision. When the revision is approved, you will receive an updated permit copy. If the information on the Building Permit placard changed, you will receive a new placard to post. If you submitted revised construction plans, your revised approved plan set will be available. Download via your portal or project dox account and must be onsite prior to inspections.
- You must wait until your revision has been approved before continuing with construction in most cases. Depending on the scope of the revision, the Building Inspector may allow you to continue with areas of construction not affected by the proposed changes. You must discuss this with your Inspector and obtain his approval.
- Please contact this office if you have any questions regarding revision procedures.



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INSPECTION PROCEDURES

All inspection requests must be made by the following :

- Through the citizen portal @ <https://planningandpermitting.frederickcountymd.gov/>

Inspection requests received before 2:00 p.m. will be accommodated the following business day. The registered account holder or the licensed contractor should receive an email notification with the inspectors contact information the day of the inspection. If you do not receive notification, your inspection will be accommodated on the following business day with no follow up required by you.

Portal Inspection Request Tips:

- Requests may be submitted via the lookup feature on the portal by searching by ID number or Property address *OR* by logging into your account and selecting the applicable permit number.
- If the inspection type you wish to request is not available on the portal, you may select another inspection type and enter comments within the comments field provided.
- Please provide any important contact information or site instructions, such as access.

The Building, Electrical, Fire and Plumbing Permits include two inspections per inspection type. After two inspections, the re-inspection fee is applied, whether the re-inspection is due to failures or partial inspections. **IMPORTANT:** If an inspection request is made and the Inspector is unable to gain entry, or the work is not ready, the re-inspection fee will be charged. Please do not leave inspection requests in voice mailboxes.

- **Information about your inspection, including inspections results** are posted at the jobsite and may be viewed on the Department website: <https://planningandpermitting.frederickcountymd.gov/>

Access to Jobsite

Access to the job site is a primary concern. It is required to have the Building Permit Placard posted, and visible from the road. **It is also required to have the job site address clearly marked in a manner easily visible from the street.**

Reasonable travel routes on site need to be provided. When a ladder is necessary to inspect work, an approved ladder must be provided to the Inspector at the time of inspection. Severe conditions will be undertaken at the discretion of the Inspector. It is advisable that someone familiar with the job meets the Inspector to answer any questions. We realize that this is not always possible; when it is not, and the inspection is for an occupied structure, an adult must be present to allow access for the inspector.

Residential Combination Inspections

Whenever possible, please coordinate with subcontractors so that inspections for Final Building, Electrical, and Plumbing inspections may be performed at the same time by a single cross -trained inspector.

Third Party Inspections

All inspections for Frederick County permits must be performed by Frederick County (Government) Inspectors, unless the Building Official pre-authorizes acceptance of an inspection report by a pre-approved agency or individual or *requires* same. The Building Official also has the authority to require testing procedures to be performed by a pre-approved testing agency and to require submission of a report of the testing performed.

GENERAL INSPECTION INFORMATION

Footing

When all trenching and/or forming is complete, trenches are “squared out”, dry, and grade stakes for the depth of concrete are in place. Steel reinforcement, if required, properly placed.

Location

Inspection of the pool location to verify that the location matches the setbacks submitted on the Building Permit.

Steel- Designed Reinforcement

When steel is in place and **before** concrete is placed.

Pool Bonding Equidistant Bond Inspection (ELEC-EOBOND)

Electrical Inspection of the equidistant bond and outer light niche.

Backfill

When foundation walls have been “parged and dampproofed” and drain tile, gravel bed, and red rosin paper cover are in place. Area around foundation must be free of debris and earth to be used for backfill identified (stockpile free of organic material and/or large rock).

Pool Perimeter Bond Inspection (ELEC-PERBOND)Electrical Inspection of the perimeter bond around a pool, and inner niche bonding.

Underground Inspection or Trench Inspection (ELEC-TRNCH)

Electrical Inspection of all conduit runs and bonding going back to the motor and heating system.

Mobile Home Tie-Down

Required. Must be approved before electrical service can be connected

Framing

When all framing work complete. Building should be reasonably clear of debris or materials that would detract from a thorough inspection. **Electrical rough in and low voltage, plumbing rough-in inspections previously requested by subcontractor and approved. No insulation, drywall or concealment work may commence until framing inspection is approved.**

Concealment

No insulation, drywall, or concealment work may commence until ALL rough-in inspections and the framing inspection have been approved. Buildings with sprinkler systems require a Life Safety inspection prior to concealment. Do not insulate and drywall until you have received ALL rough-in approvals. After electrical and plumbing rough-in inspections have been approved, followed by approval of the framing inspection at which time you will be given permission to insulate, after insulation has been installed, the fire system and insulation/close-in inspection must be requested.

Final

When project completed, including the following if applicable: Final grading, rainspouts, carpet, cabinetry, railing, stoops, etc. and Smoke detectors are operational. **NOTE:** Your Certificate of Occupancy/Completion will not be issued prior to completion of all required inspections. Therefore, please plan and schedule accordingly. **BE AWARE THAT OCCUPANCY PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY IS UNLAWFUL!**

Site Compliance Inspection (Non-Residential permits only)

The inspection to verify that all the requirements and conditions of the approved site plan have been met. This review is done in accordance with Zoning Ordinance requirements and Planning Commission conditions. This inspection includes but is not limited to: site, parking spaces, accessible spaces, loading spaces, vehicular routes, pedestrian routes, accessible routes, striping, sidewalk curb and gutter, signage, landscaping, screening or fencing, lighting, dumpster enclosure, parking area, building access and outdoor storage. For questions regarding your approved site plan or site compliance inspection, please contact Development Review at 301-600-1138.

Life Safety Requirements (Non-Residential permits only)

Emergency Lighting

If emergency lighting is required, or already exists, an inspector will make sure it is properly installed and in proper working order.

Exit Signs

Exit signs are always required and an inspector will make sure they are properly installed and in proper working order.

Means of Egress

An inspector will inspect the exits, and paths leading to the exits, to ensure exit and travel paths are adequate in width and free from obstructions. They will check to ensure there are no blocked exits and that proper hardware is installed on doors. Panic hardware, if existing, will be checked to ensure it is in proper working order for the ease of operation.

Fire Extinguishers

Fire extinguishers are always required, and an inspector will check the type, locations & service date. A 10-pound ABC fire extinguisher, in most cases, will be required. Cooking operations shall require a Class K fire extinguisher. In most cases, the fire extinguisher(s) shall be mounted at or near the exit(s) of the tenant space and at a height of no lower than four inches, and no higher than 54 inches, off the floor. An inspector can assist with fire extinguisher mounting locations if mounting at or near the exits presents a cumbersome situation for staff or customers.

Emergency HVAC Shutdown

Fire Protection, Detection & Suppression systems

All existing sprinkler, fire alarm, kitchen hood systems and other systems shall be in working order and have been serviced by a qualified service technician within one (1) year for fire alarm & suppression systems and within six (6) months for kitchen hood systems. Documentation from the service vendor will need to be provided to the inspector during the inspection.

Knox-Box

A key, or card key, for emergency response access shall be provided for an entrance door and for any other internal locked doors housing electrical equipment, sprinkler valves or fire alarm control panel etc. An inspector will label and secure your keys in the Knox Box.

Building Address

Addressing shall be a minimum of eight (8) inch numbers on the front of the space and within three (3) feet of the main entrance. Rear access doors shall be posted with a minimum of six (6) inch numbers. Numbers shall be on a contrasting background with proper font that is easily readable.

DEPARTMENT OF PERMITS & INSPECTIONS CONTACTS

Building Inspections Supervisor.....	240-931-9175
Electrical Inspections Supervisor.....	240-674-1132
Plumbing Inspections Supervisor.....	240-446-4652
Permitting Services Manager.....	301-600-6727
Life Safety/Fire/ Sprinkler Systems – (Office of Life Safety).....	301-600-1643
Grading Permits & Storm Water Management - (Environmental Compliance).....	301-600-1137
Septic – New, Repair, or Connection to Existing System (Environmental Health).....	301-600-1726
Non-Residential Site Compliance (Development Review)	301-600-1143
Non-Residential or Home Occupation Food Related (Health)	301-600-2542

MISS UTILITY 800-257-7777 Call before you dig!



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POSTING ADDRESSES

Addresses shall be temporarily **posted** for a structure under construction, as soon as work commences on the property. The numbers shall be permanently posted in accordance with the Code prior to the final building inspection.

GENERAL REQUIREMENTS

The following requirements pertain to all new and existing buildings, structures or properties:

- Persons having ownership or custody of buildings are responsible for posting/maintaining address numbers per the Fire Prevention Code.
- The design, style, and shape of address numbers must render them easily readable from the street, day or night. **Numbers must contrast with background** (gold/silver on white is not contrasting) and be separate from the mailbox.
- Where conditions (shadows, overgrown vegetation, building location, etc.) adversely affect the legibility of numbers, larger numbers may be required.
- In some circumstances, addresses may be required to be posted adjacent to driveways, alleys, walkways, or other access ways.

SPECIFIC REQUIREMENTS

Primary address numerals/letters displayed on a building or structure **shall minimally be** clearly legible and conform to the following requirements:

- ⇒ **One- and Two-family** dwellings
4 inches high (front of structure)
- ⇒ **Multi-family** residential structures
6 inches high (front of structure)
2½ inches high (individual unit numbers – display on, above or to the side of unit doorway)
- ⇒ **Commercial/industrial** properties
8 inches high (front of structure)
6 inches high (rear access doors)
2½ inches high (interior tenant spaces such as malls, office buildings, etc.)

- Address numbers shall be Arabic numerals or alphabet letters. Numbers shall not be spelled out.
- Addresses shall be posted within 3 feet of the main entrance. If the structure is more than 75 feet from the street or not visible from the street, then remote address signs shall be posted within 10 feet of the street and within 5 feet of either side of the driveway to the building, structure, or property and must be visible from either direction of travel along the main roadway. Remote address signs shall be at least 6-inches wide and 18-inches long, with 3-inch-high reflective numbers.
- Where more than two structures are addressed on a road or driveway, each driveway shall be posted (with a directional arrow, if needed) with its own address number.
- Anyone- or two-family dwelling residence that displays numbers designating the address prior to February 1, 2005, that are at least three inches high, shall comply with the size requirement of the Code as long as they remain in place.
- Where a structure/dwelling unit shares a common entry or driveway, numbers must designate the addresses in sequence.
- **Monumental Signage** – Non-residential properties shall have the address or address range incorporated into any new or modified monumental property signage. The numbers shall be no less than 6-inches high and visible from either direction of travel.
- The street name may be incorporated in the signage to further aid in premise identification.
- **Street Signs** – When a sign is replaced or a new sign installed, the owner, property manager or Homeowners Association (HOA) must cause the hundred block of the address to be displayed on each sign erected/maintained.